

**Series 500 - Overview
Management Services
ADS CD 19
07/19/2000**

Functional Series 500: Management Services **REPLACES** the following Handbooks (HBs):

- * 6;
- * 18: Parts I, II, III (except Chapter 13), IV, and V (except App. D);
- * 19 Chapters 1D and 16;
- * 20 with the exception of Chapter 7;
- * 21 Parts I & II;
- * HB 21 Part I and for Supplement A - Executive Communications, see new "Executive Secretariat Essential Correspondence Formats" found on the USAID intranet web site (<http://inside.usaid.gov/A/ES/samples/>) for more information;
- * 22; and
- * 23 (except Chapters 3, 10 & 11)

Eventually Handbook 1, HB 18 Part III, HB 20 Chapter 7, HB 19, HB 23 Chapters 3, 10, and 11, and all the chapters within HBs 24 - 33, will be replaced in their entirety by ADS chapters. Until such time, the following Series 500 Handbook Material is still valid:

- * HB 18, PT III, Chapter 13;
- * The Codes from HB 18;
- * HB 19, excluding chapters 1D and 16;
- * HB 20 Chapter 7;
- * HB 21-2: Records Management Supplement - Records Disposition Schedule; and
- * HB 23 Chapters 3, 10, and 11 are still active Agency directives.

This file is divided into three sections:

- 1) The first section highlights new and updated material in the ADS chapters and/or references for ADS CD 19.
- 2) The second section provides you, the reader, with a list of responsible offices for each ADS chapter within Series 500 and those still active Handbooks that will be incorporated into Series 500.
- 3) The third section restates the information provided in the previous Series 500 Overview chapters from DR-CD 9 through DR-CD 11 and ADS CDs 12 through 18.

Section I

New and Revised Series 500 Chapters and References for ADS CD 19

Chapter 501, The Automated Directives System (ADS)

ADS 501 was editorially revised. Two Mandatory References 1) ADS Chapter Numbering and 2) List of ADS Author Offices were updated. One Additional Help document, List of Cleared ADS Chapters for ADS CD 19, was updated.

Chapter 522, Performance of Temporary Duty Travel in the U.S. and Abroad

Chapter 522 has been updated to add a new mandatory reference and to remove old asterisks and bold from the chapter.

Chapter 527, Functions of the Mission Executive Office

This chapter was revised editorially.

Chapter 537, Tort Claims - Domestic or Foreign; Professional Liability Insurance for Employees; Indemnification of Employees; and Representation of Employees by the Department of Justice or Private Counsel at Government Expense

ADS Chapter 537 was revised in sections

- *537.1 OVERVIEW
- *537.2 PRIMARY RESPONSIBILITIES
- *537.3.1.1 Validity and Settlement of Tort Claims
- *537.3.1.6 Processing of Tort Claims
- *537.3.1.7 Payment of Tort Claims
- *537.3.2 Professional Liability Insurance
- *537.3.2.1 Reimbursement Procedures
- *537.3.2.2 Eligible Employees
- *537.3.2.3 Funding
- *537.3.3 Indemnification of Employees
- *537.3.4 Representation of Employees by the Department of Justice or Private Counsel at Government Expense
- 537.4 MANDATORY REFERENCES

Chapter 541, Information Management

Chapter 541 was revised editorially for ADS CD 19

Chapter 545, Automated Information Systems Security

ADS 545 has been revised throughout both editorially and substantively.

Chapter 552, Classified Automated Information Systems Security

All of the information in Chapter 552 was pulled from ADS 545. The sections that have an asterisk, are new for ADS CD 19.

Section II

Responsible Offices

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
501	The Automated Directives System (ADS)	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Cynthia Staples 202-712-0798
502	The USAID Records Management Program	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Tanya Broadnax 202-712-0164 Jerry Perry 202-712-5805 Mary Ann Ball 202-712-1765 Linda Porter 202-712-1371
503	Correspondence Management	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Diane Payne 202-712-0849
504 - RESERVED			
505	Forms Management Services	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
506	Reports Management	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Beverly Johnson 202-712-1365
507	Freedom of Information Act	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
508	Privacy Act - 1974	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217
509	Creating, Altering, or Terminating a System of Records (Records Pertaining to Individuals)	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Joanne Paskar 202-712-1217 Linda Porter 202-712-1371
510	Mandatory Classification Review	M/AS/IRD 2.07-070 RRB Washington, DC 20523-2701	Tanya Broadnax 202-712-0164
511 - RESERVED			
512	Agency Printing and Graphics Services	M/AS/CPD B2-06.02 RRB Washington, DC 20523-0200	Bob Coston 202-712-1568
513	Mail Management	M/AS/CPD B2-06.02 RRB Washington, DC 20523-0200	Al Brock 202-712-0181
514	Parking Program Administration	M/AS/OD 4.06-132 RRB Washington, DC 20523-4601	Karen Vassallo 202-712-4410
515-518 – RESERVED			
519	Building Services	M/AS/CPD 4.10-094 RRB Washington, DC 20523-4100	Bishop Buckley 202-712-4110 Debbie Currie 202-712-5995
520-521 – RESERVED			
522	Performance of Temporary Duty Travel in the U.S. and Abroad	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
523	Foreign Service Assignment Travel	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835

SERIES 500 - MANAGEMENT SERVICES

No.	Chapter Title	Responsible Office	Point of Contact
524	Entitlement for Domestic Relocation	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
525	Separation/Retirement Travel for Foreign Service Employees	M/AS/TT 4.08-004 RRB Washington, DC 20523-4800	Diane Carter 202-712-0835
526	USAID Guest House Services	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
527	Functions of the Mission Executive Office	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
528	Energy Management and Planning Program for USAID Buildings	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
529	Safety Program	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
530	Emergency Planning Overseas	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
531	Continuity of Operations Program	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
532	Employee Operated Services and Facilities	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
533	Purchasing for USAID's Overseas Activities	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
534	Personal Property Management Overseas	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
535	Real Property Management	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
536	Use and Control of Official Vehicles	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
537	Tort Claims - Domestic or Foreign; Professional Liability Insurance for Employees; Indemnification of Employees; and Representation of Employees by the Department of Justice or Private Counsel at Government Expense	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
538	Procurement of Legal Services Abroad	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
539	Overseas Schools Program	M/AS/OMS 4.06-152 RRB Washington, DC 20523-4601	Nora Lewis 202-712-1899
540	USAID Development Experience Information and Reference Services	PPC/CDIE/DIO 6.07-121 RRB Washington, DC 20523-6701	Gloria White 202-712-5339
541	Information Management	M/AA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
542	Planning and Budgeting for Information Technology (IT) Resources	M/AA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
543	Corporate Information Systems	M/AA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
544	Technical Architecture Design, Development and Management	M/AA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
545	Automated Information Systems Security	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
546	Acquisition of Operating Expense (OE)-Funded Federal Information Technology (IT) Resources	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
547	Property Management of Information Technology (IT) Resources	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
548	Program-Funded Information Technology (IT)	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
549	Telecommunications Management	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
550	End-User Applications	M/AA 2.10-009 RRB Washington, DC 20523-2120	Margaret Miller 202-712-1054
551	Data Administration	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
552	Classified Automated Information Systems Security	M/IRM/PMA 2.12-033 RRB Washington, DC 20523-2120	Joyce Cosby 202-712-5198
553	Congressional Inquiries	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
554	Congressional Witnesses	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
555	Congressional Delegations	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
556	Congressional Reports	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
557	Public Information	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
558	Public Activity	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
559	Inquiries from the News Media	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
560	News Releases and Services	LPA/ADM 6.10-024 RRB Washington, DC 20523	Veronica Young 202-712-4191
561	Security Responsibilities	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
562	Physical Security Programs	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
563	Armored Vehicle Program	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
564	Security Communications	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
565	Physical Security Programs (Domestic)	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
566	U.S. Direct-Hire and PASA/RSSA Personnel Security Program	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
567	Classified Contract Security and Contractor Personnel Security Program	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
568	National Security Information and Counterintelligence Security Program	SEC 2.06-004 RRB Washington, DC 20523	Pat Hogan 202-712-0990
569-590 – RESERVED			
590	Audit	IG/A/HLC 8.09-067 RRB Washington, DC 20523-8901	John Burns 202-712-0631
591	Financial Audits of USAID Contractors, Grantees And Host Government Recipients	M/MPI/MIC 2.10-005 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-067 RRB Washington, DC 20523-8901	Sandra Malone-Gilmer 202-712-1089 John Burns 202-712-0631
592	Performance Audit Management	M/MPI/MIC 2.10-005 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-067 RRB Washington, DC 20523-8901	Sandra Malone-Gilmer 202-712-1089 John Burns 202-712-0631

SERIES 500 - MANAGEMENT SERVICES			
No.	Chapter Title	Responsible Office	Point of Contact
593	Reviews Conducted by the General Accounting Office (GAO)	M/MPI/MIC 2.10-005 RRB Washington, DC 20523-2101 IG/A/HLC 8.09-067 RRB Washington, DC 20523-8901	Sandra Malone-Gilmer 202-712-1089 John Burns 202-712-0631
594	Audits of USAID's Annual Financial Statement	IG/A/HLC 8.09-067 RRB Washington, DC 20523-8901	John Burns 202-712-0631
595 - RESERVED			
596	Management Accountability and Control	M/MPI/MIC 2.10-044 RRB Washington, DC 20523-2101	Sandra Malone-Gilmer 202-712-1089 Kyle Schooler 202-712-0919
597-599 - RESERVED			

ACTIVE HANDBOOKS			
No.	Handbook Title	Responsible Office	Point of Contact
HB 18, Part 3, Ch. 13	Policies and Procedures Communications Review Board	LPA/MC Part 3,6.10-007 RRB Washington, DC 20523-6100	Suzanne Chase 202-712-4142
--	Geographic Codes	M/B/RA 6.09-053 RRB Washington, DC 20523-6900	John Richter 202-712-4505
HB 20, Ch. 7	Personal Property Management	M/AS/CPD 4.10-010 RRB Washington, DC 20523-4100	Bishop Buckley 202-712-4110 Debbie Currie 202-712-5995

ACTIVE HANDBOOKS			
No.	Handbook Title	Responsible Office	Point of Contact
HB 23, Ch. 3, App. 3B	Interagency Agreement Between The Department Of State And The Agency For International Development Governing The Establishment And Operation Of Joint Administrative Services	M/AS/OMS 4.06-135 RRB Washington, DC 20523	Steve Cowper 202-712-1394
HB 23, Ch. 10	Claims For Losses Of Private Personal Property	M/AS/TT 4.08-001 RRB Washington, DC 20523- 4800	Bruce Gatti 202-712-4848
HB 23, Ch. 11	Regional Conferences	M/AS/TT 4.08-001 RRB Washington, DC 20523- 4800	Bruce Gatti 202-712-4848

Section III

Restated Information from ADS CDs 12 through 18 and DR-CDs 9-11

ADS CD 18

Chapter 501, Automated Directives System (ADS)

ADS chapter 501 was revised in its entirety by a team of individuals from throughout the Agency. This revision alters the structure of ADS chapters, amends the ADS clearance process, and revamps ADS formatting. The revision was made because user feedback indicated that the current ADS structure was not user friendly. The revision, while requiring a minimal standard format, allows chapter drafters some flexibility to choose a writing style that will effectively communicate their substance. The new chapter and references were also drafted in accordance with the June 1, 1998 Presidential Memorandum on Plain Language in Government Writing.

This chapter explains USAID's directives management program for establishing Agency policy and operating procedures. This program includes the Automated Directives System (ADS). The ADS is the method by which Agency policy; operating procedure; and helpful, optional material are drafted, cleared, and issued. Agency employees must adhere to the new policies and procedures in this chapter and the rest of the ADS.

Chapter 501 covers the following:

- Goals and contents of the ADS,
- Offices responsible for ADS chapters,
- Guidelines for writing ADS material,
- Guidelines for clearing ADS material and resolving disagreements in the clearance process,
- Processes for developing and issuing new ADS material, and
- Processes for revising and issuing revised ADS material.

This revision to the chapter and references is effective 03/31/2000. These documents replace the prior version of ADS chapter 501, Directives Management Program, and all prior ADS 501 references.

There is no requirement for an immediate re-write of the entire ADS. The next time an ADS chapter is updated, it must be converted to the ADS standard format and written in plain language. Additionally, when revising Mandatory References and Additional Help documents, they too must be written in plain language. These existing documents must be converted to plain language by January 1, 2002.

Chapter 502, The USAID Records Management Program

Chapter 502 was updated editorially to reflect the revision to the Mandatory Reference, Electronic Records Disposition Schedule. The Electronic Records Disposition Schedule was revised in its entirety. The new schedule, GRS 20/USAID Combined Records Disposition Schedules, replaces the old Appendix 6C of Handbook 21-2.

Chapter 527, Functions of the Mission Executive Office

Chapter 527 was updated editorially to reflect the editorial revision to the Supplementary Reference, Entire List of Cleared ADS CD 18 ADS Chapters.

Chapter 571, Obligations

Chapter 571, Obligations, was renumbered and moved to Series 600, Budget and Finance. Obligations is now ADS chapter 621.

Chapter 577, Financial Management Aspects of Temporary Duty Travel (TDY)

Chapter 577, Financial Management Aspects of Temporary Duty Travel (TDY), was renumbered and moved to Series 600, Budget and Finance. Financial Management Aspects of Temporary Duty Travel (TDY) is now ADS chapter 633.

Chapter 581, Local Currency Trust Fund Management

Chapter 581, Local Currency Trust Fund Management, was renumbered and moved to Series 600, Budget and Finance. Local Currency Trust Fund Management is now ADS chapter 627.

Chapter 583, Program Funded Advances

Chapter 583, Program Funded Advances, was renumbered and moved to Series 600, Budget and Finance. Program Funded Advances is now ADS chapter 636.

ADS CD 17

Chapter 501

Editorial changes were made to the clearance list in the E501.5.5.4 section of the chapter and in two supplementary references: Brief Description of the ADS Clearance Process (50154s1) and ADS Reference (50153s).

Chapter 527 Supplementary Reference titled - Entire List of Cleared ADS CD 17 Chapters -

The Supplementary Reference, 5276s3a.doc was editorially updated to reflect the changes for ADS CD 17.

Chapter 530

Due to the renumbering of the interim updates on ADS CD 17, there are minor editorial changes to ADS 530 in two places. In 530.5.1b and in 530.7, the reference from Interim Update #9 (Series 200) changed to Interim Update #6 (Series 200).

Chapter 531

Due to the renumbering of the interim updates on ADS CD 17, there are minor editorial changes to ADS 530 in two places. In 531.5.1 and in 531.7, the reference from Interim Update #9 (Series 200) changed to Interim Update #6 (Series 200).

Chapter 544

Due to the renumbering of the interim updates on ADS CD 17, there are minor editorial changes to ADS 544 in two places. In E544.5.2e and in 544.7, the reference from Interim Update #12 (Series 500) changed to Interim Update #5 (Series 500).

Chapter 545

Chapter 545, Automated Information Systems Security, was changed substantively and editorially throughout.

- 1) The Authorities for this chapter were updated and linked.
- 2) Two Supplementary References were revised editorially and substantively: Suggested Warning Screen Messages (54557s4) and Automated Information System Certification and Approval to Operate (54551s4).
- 3) Several Supplementary References were changed only editorially: AID Form 545-1, USAID Unclassified Automated Information Systems Access Request Acknowledgement (aid545-1), Sample Fax Cover Sheet (54554s1), Unclassified Automated Information System Compliance Review (54553s5), USAID Computer System Access & Termination Request (54553s3), Classified Processing Compliance Review (54551s5), Contingency Planning for Information Resources (54551s3), Approval to Access and Process Classified National Security Information via Automated Information System Equipment (54551s1.doc), USAID Classified Automated Information System User Agreement (54551s2.doc), and Sample Fax Cover Sheet (54554s1)
- 4) Several Supplementary References have been removed from the chapter entirely: Connection Security Plan (54557s3.doc), Networking and Connectivity Security (54557s2.doc), and Non-USAID System Security Certification Letter (54557s1.doc)

Chapter 549

Editorial and substantive changes were made throughout this chapter. In addition, the supplementary reference, Preparation and Processing of Outgoing Telegrams, 54952s1, is now a mandatory reference. No other changes were made to this reference.

ADS CD 16

ADS 501

Numerous editorial changes were made to the chapter and references. The ADS Clearance list was updated

ADS 502

Chapter 502 has several editorial changes. The old references to ADS 551 were changed to ADS 545. These changes appear in 502.5.4e and 502.5.6e.

ADS 509

Chapter 509 is a new ADS chapter for ADS CD 16.

ADS 522

Chapter 522 was editorially revised in E522.5.16 section a).

ADS 527 - Supplementary Reference

The Supplementary Reference, 5276s3a.doc has been changed editorially to reflect the changes for ADS CD 16.

ADS 529

The Mandatory Reference, "Series 500, Interim Update #41: New Agency Seat Belt Policy, August 5, 1998" was removed from the CD.

ADS 533

Chapter 533 has several editorial changes. The old references to ADS 542 and 545 were changed to ADS 546 and 548. These changes appear in 533.2.

The M/IRM ADS Chapters (541 -551) were recently renumbered.

ADS 541 is a newly renumbered chapter. It used to be ADS 544. It has also been substantively and editorially revised. New policies on Personal Use of Information Management Resources were added.

ADS 542 is a newly renumbered chapter. It used to be ADS 541.

ADS 543 is a newly renumbered chapter. It used to be ADS 546.

ADS 544 is a newly renumbered chapter. It used to be ADS 550.

ADS 545 is a newly renumbered chapter. It used to be ADS 551.

ADS 546 is a newly renumbered chapter. It used to be ADS 542

ADS 547 is a newly renumbered chapter. It used to be ADS 543.

ADS 548 is a newly renumbered chapter. It used to be ADS 545.

ADS 549 has several editorial changes. The old references to ADS 551 were changed to ADS 545.

ADS 550 is a newly renumbered chapter. It used to be ADS 547.

ADS 551 is a newly renumbered chapter. It used to be ADS 548.

ADS 557

Chapter 557 has been substantively and editorially revised in many places.

ADS 568

Chapter 568 has several editorial changes. The old references to ADS 550 were changed to ADS 544. These changes appear in the TOC and in 568.7.

ADS CD 15

ADS 501: The list of clearing officials was updated within the chapter. And, all references to the use of WordPerfect and the Electronic Bulletin Board System (EBBS) were removed from the chapter and references for ADS 501. Additionally, the supplementary reference pertaining to Notices was updated to include instructions for the new Notice Macro Form.

ADS 505: Minor editorial changes were made to this chapter.

ADS 506: Minor editorial changes were made to this chapter.

ADS 527: The supplementary reference titled "Entire List of Cleared ADS Chapters" was updated.

ADS 530: Minor editorial changes were made to this chapter.

ADS 531: Minor editorial changes were made to this chapter.

ADS 536: Minor editorial changes were made and the OIG/SEC acronym was replaced with Office of Security (SEC).

ADS 540: The OIG/SEC acronym was replaced with the acronym SEC.

ADS 541: Editorial changes were made to this chapter in several sections.

ADS 546: Minor editorial changes were made to this chapter.

ADS 550: Minor editorial changes were made to this chapter.

ADS 561: Is a new ADS chapter. This chapter replaces Chapter 1 of Handbook 6. Handbook is no longer valid.

ADS chapters 562 through 568: Numerous editorial changes were made to these chapters.

ADS 583: Two sections of this chapter were clarified - Sections 583.3 and 583.5.6b(1).

ADS 591:

Chapter 591 was changed in several sections.

Table of Contents

591.1

591.4

591.5.1

E591.5.1

591.5.4

E591.5.4

591.5.5

E591.5.5

E591.5.14 (just editorial change in title)

591.5.16

E591.5.17

E591.5.18

591.5.20

E591.5.20

591.5.21

E591.5.21

591.5.22

E591.5.22

ADS 596: One supplementary reference, the USAID General Notice announcing the release of ADS 596 back in 1997, was removed from the CD. The reference is no longer necessary. Additionally, 596 has numerous editorial changes.

The following ADS chapters and were renumbered:

Old Number and Name		New Number
507	AGENCY PRINTING AND GRAPHIC SERVICES	512
508	MAIL MANAGEMENT	513
509	CORRESPONDENCE MANAGEMENT	503
511	FREEDOM OF INFORMATION ACT	507
512	MANDATORY CLASSIFICATION REVIEW	510
513	PRIVACY ACT - 1974	508

ADS CD 14

The following chapters and/or references were revised or were new to Series 500 for ADS CD 14:

501, 502, 522, 527, 528, 535, 583 and 592.

501 Directives Management Program

Editorial changes made throughout the documents.
The ADS Clearance list was updated.
The clearance list was also updated in the supplementary references for ADS 501.

502 The USAID Records Management Program

Three new Word macros added to the chapter.
(AID 5-84.doc, AID 5-85.doc and AID 5-86.doc)

522 Performance of Temporary Duty Travel in the U.S. and Abroad

Editorial change to E522.5.19.

527 Functions of the Mission Executive Office

Editorial change to Supplementary References "Detailed Guidance on How to Open a USAID Mission"

Supplementary Reference "Entire List of Cleared ADS CD 14 ADS Chapters" was updated.

528 Energy Management and Planning Program for USAID Buildings.

This is a new chapter and does not supersede any existing Agency policy.

535 Real Property Management

This chapter was modified and issued as a USAID General Policy Notice 12/28/98.

The changes are denoted with asterisks on the attached ADS Chapter.

SWIMMING POOL POLICY FOR SHORT TERM LEASE (STL) AND LONG TERM LEASE (LTL)

The Agency currently has no swimming pool policy on leasing. Because swimming pool policy questions have come up, and to prevent the appearance of ostentatiousness, it was determined that a lease swimming pool policy be reestablished for USAID Missions.

APPROVAL FOR MICROWAVE OVENS AND DISHWASHERS

This policy is in compliance with the Energy Policy and Conservation Act, as manufacturers have tested and proven that microwave ovens and dishwashers meet the requirements of energy efficiency and conservation. The policy was also added that USAID Mission Directors can provide the approval that used to come from M/AS/OMS.

Missions are encouraged to implement this procurement over a period of time. For example, the items would be added to the standard issuance of residential equipment every time a new family arrives on assignment to post.

583 Program Funded Advances

This is a new chapter issued by M/FM. This chapter replaces parts of HB 19, The Controller's Guidebook and FM Bulletin Part II. No. 7 (Cash Management) that pertain to Project Funded Advances.

592 Performance Audit Management

This revised ADS Chapter provides updated policies and procedures regarding the performance audit process of USAID's Office of Inspector General (OIG), audit recommendation follow-up for performance audits of the OIG, and preparation of the Administrator's and Inspector General's Semiannual Reports to Congress.

ADS CD 13

The following chapters and/or references were revised or were new to Series 500 for ADS CD 13:

501, 508, 527, 530, 531, 529, 549, 550, 577, and 590.

501 DIRECTIVES MANAGEMENT PROGRAM

The ADS clearance list was updated for this chapter.

508 MAIL MANAGEMENT

Editorial revisions were made throughout this chapter. And a new authority and Mandatory Reference was added to the chapter.

527 FUNCTIONS OF THE MISSION EXECUTIVE OFFICE

A supplemental reference, Management Services Review Guidelines, was added to this chapter.

Supplementary Reference: "Entire List of Cleared ADS Chapters" was updated.

529 SAFETY PROGRAM

Editorial revisions were made throughout this chapter.

Existing Policy incorporated into ADS 529.5.3, Agency Vehicle Safety Belt Policy and the policy and corresponding essential procedure for Agency Hazard Communication Program, 529.5.4. Consequently, the chapter was renumbered.

Mandatory references were added to the 529.7 section:

Series 500, Interim Update #41: New Agency Seat Belt Policy, August 5, 1998

Agency Hazard Communication Program, June 19, 1996.

Executive Order 13043, "Increasing Seat Belt Use in the United States," April 16, 1997

Executive Order 13058, "Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace," August 9, 1997

Policy and essential procedures header updated for 529.5.10 and E529.5.10

530 EMERGENCY PLANNING OVERSEAS

Series 200 Interim Update #5, Cable, USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidelines for FY 1997 was superseded by Series 200 Interim Update #6, USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1998 Replacing USAID Handbook 8. References to this Interim Update in sections 530.5.1b and 530.7 were edited to reflect this change.

531 Continuity of Operations Program

Series 200 Interim Update #5, Cable, USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidelines for FY 1997 was superseded by Series 200 Interim Update #6, USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1998 Replacing USAID Handbook 8. Reference to this Interim Update in section 531.5.1 was edited to reflect this change.

Section 531.7, Mandatory References, was added to this chapter and includes the Interim Update reference above.

549 TELECOMMUNICATIONS MANAGEMENT

References in 549.5.4d and 549.7 to the Series 500 Interim Update "Sensitive But Unclassified (SBU) Information Created, Processed, Stored, or Transmitted in Electronic Format" were changed to reflect its new number, 14. (This Interim Update was #31 on previous ADS CDs.)

550 TECHNICAL ARCHITECTURE DESIGN, DEVELOPMENT, AND MANAGEMENT

References in E550.5.2e and 550.7 to the Series 500 Interim Update "Sensitive But Unclassified (SBU) Information Created, Processed, Stored, or Transmitted in Electronic Format" were changed to reflect its new number, 14. (This Interim Update was #31 on previous ADS CDs.)

590 AUDIT

This is a new ADS Chapter. This chapter outlines policies and procedures that apply to audits of USAID's programs and operations performed, supervised and monitored by USAID's Office of Inspector General.

ADS CD 12

The following chapters are revised or added to ADS CD 12:

501, 502, 506, 507, 522, 536, 540, 541, 543, 546, 562, 563, 564, 565, 566, 567, 568, 577, and 591.

501 DIRECTIVES MANAGEMENT: Replaces HB 18 PT 1, Chapters 1 - 6. in their entirety.

For ADS CD 12, the changes to ADS 501 are editorial and the ADS clearance Points of Contact list was updated. The ADS Reference Guide was also updated to include the new clearance list.

502 THE USAID RECORDS MANAGEMENT PROGRAM

For ADS CD 12, ADS 502 and two of its Mandatory References were revised as follows.

ADS 502 was updated in the following sections: 502.5.6, E502.5.6a, E502.5.6b, and 502.7. A copy of Form AID 502-1 was provided for inclusion on the CD.

Records Disposition Schedule: ENI Disposition Schedule added and Table of Contents updated accordingly.

Subject Outlines: An outline entitled "Democracy and Governance" was added to the outlines, and the Index and Table of Contents were updated accordingly.

506 REPORTS MANAGEMENT

The chapter was revised to reflect current office symbols and the change from FIRMR to FPRM in the Authorities. Other minor editorial changes were also made throughout.

507 PRINTING AND GRAPHICS SERVICES

The chapter was updated to reflect the Agency's policy for business cards at 507.5.9 and E507.5.9. Office symbols were also updated, and other minor editorial changes were made throughout.

522 PERFORMANCE OF TEMPORARY DUTY TRAVEL IN THE U.S. AND ABROAD

The chapter was heavily revised, new policies and essential procedures were added, and existing policies and essential procedures were revised to reflect recent regulatory changes.

536 USE AND CONTROL OF OFFICIAL VEHICLES - (Supersedes HB 23, Chapter 6, Motor Vehicle Management)

This is a new chapter on ADS CD 12.

540 USAID DEVELOPMENT EXPERIENCE INFORMATION AND REFERENCE SERVICES

The chapter was revised in its entirety.

541 PLANNING AND BUDGETING FOR INFORMATION TECHNOLOGY (IT)
RESOURCES

The term "Federal Information Processing (FIP)" was replaced with "Information Technology (IT)". Other minor editorial revisions were made throughout the chapter.

543 PROPERTY MANAGEMENT OF INFORMATION TECHNOLOGY (IT)
RESOURCES

The term "Federal Information Processing (FIP)" was replaced with "Information Technology (IT)". Other minor editorial revisions were made throughout the chapter.

546 CORPORATE INFORMATION SYSTEMS

The "Clean PC" Standard Required for Installation and Use of the New Management System (NMS), previously contained in Series 500, Interim Updates 12 and 26 were included in the chapter. Other minor editorial revisions were made throughout the chapter.

ADS Chapters 562 through 568 supersede HB 6 (Security), EXCEPT for Chapter 1 of HB 6.

562 PHYSICAL SECURITY PROGRAMS

This is a new chapter on ADS CD 12.

563 ARMORED VEHICLE PROGRAM

This is a new chapter on ADS CD 12.

564 SECURITY COMMUNICATIONS

This is a new chapter on ADS CD 12.

565 PHYSICAL SECURITY PROGRAMS (DOMESTIC)

This is a new chapter on ADS CD 12.

566 U.S. DIRECT-HIRE AND PASA/RSSA PERSONNEL SECURITY PROGRAM

This is a new chapter on ADS CD 12.

567 CLASSIFIED CONTRACT SECURITY AND CONTRACTOR PERSONNEL
SECURITY PROGRAM

This is a new chapter on ADS CD 12.

568 NATIONAL SECURITY INFORMATION AND COUNTERINTELLIGENCE
SECURITY PROGRAM

This is a new chapter on ADS CD 12.

577 Financial Management Aspects of Temporary Duty Travel (TDY)

This is a new chapter on ADS CD 12.

This chapter provides for the Financial Management Aspects of Temporary Duty Travel (TDY). It addresses Travel Advances, Government Sponsored Travel Cards, Voucher Processing and other financial aspects of travel.

591 FINANCIAL AUDITS OF USAID CONTRACTORS, GRANTEES, AND HOST
GOVERNMENT RECIPIENTS

This chapter was revised in the following sections: 591.1, 591.5.1, E591.5.1, and 591.5.2. The changes reflect revisions made to OMB Circular A-133 which was also replaced on the CD with the revised version.

DR-CD 11

501 - Directives Management: Replaces HB 18 PT 1, Chapters 1 - 6. in their entirety. 501 includes the policy and essential procedures for creating ADS chapters, issuing Policy notices, and clearing an ADS chapter and a policy notice. M/AS/IRD is responsible for ADS 501.

For DR-CD 11, the changes to ADS 501 are editorial and the ADS clearance Points of Contact list was updated. The ADS Reference Guide was also updated to include the new clearance list.

502 - The USAID Records Management Program: Various mandatory references were changed through out this chapter. 36 CFR 1234 was revised as well.

505 - Forms Management Services: This chapter and references for this chapter were substantially revised.

527 - Functions of the Mission Executive Office: See 527.5.1 para c (Management Analysis and Planning) and a new supplementary reference pertaining to Mission Orders was created for this chapter.

541 - Planning and Budget for Federal Information Processing (FIP) Resources

SUMMARY OF CHANGES:

541.3, Responsibility - Added the Deputy CIO and Capital Investment Review Board (CIRB) responsibilities.

The Information Technology Management Reform Act (ITMRA) is the authority for the CIO/Deputy CIO and CIRB and is already included in the existing ADS System.

541.3: two responsibilities added.

2. Deputy CIO: The Deputy CIO is designated by the CIO and is responsible for assisting the CIO in meeting all management requirements of the Clinger-Cohen Act of 1996, OMB Circular A-130 and other related statutes and regulations, including the planning and budgeting components of those statutes and regulations.

3. Capital Investment Review Board: The Capital Investment Review Board (CIRB) is chartered by the CIO and is responsible for selection and prioritization of investments in information technology. The CIRB reviews and approves plans involving information technology and influences the information technology budget through selection and prioritization of investments.

541.5.2: Reference to Info Mgmt Committee (IMC) deleted

a) The strategic IRM planning process shall support the Agency's current and future mission, program needs, and include participation from the Agency's bureaus, independent offices, and missions.

Added .7 section reference

543 - Property Management of FIP Resources

SUMMARY OF CHANGES:

543.6, Authority - Added 6 FAM 224.1-5 and FAM 224.1-5

E543.5.1a, Inventory of FIP Resources - Added essential procedures for inventorying accountable software.

543.5.8, FIP Transfer - Added a new policy regarding the transfer of software. 543.5.10, Added a new policy regarding the disposition/redispotion of FIP resources.

Full details:

543.3 (Responsibility revised)
E543.5.1a (new procedures added)
E543.5.1c ("e.g." added to delete use of "etc.")
E543.5.1d (alphabetic criteria capitalized)
E543.5.2 (office title for M/AS/CPD updated)
543.7 (section added)

544 - Information Management

SUMMARY OF CHANGES:

544.3, Responsibility - Added functional responsibility for the Deputy Chief Information Officer (CIO).

544.7 (added reference to .7 section)

545 - Program-Funded Information Technology

SUMMARY OF CHANGES:

545.1, Authority - Added Chapter 25 of Title 40, United States Code, "Information Technology Management Reform Act" (ITMRA), 40 U.S.C. 1401 et seq. ITMRA is already included in the existing ADS System.

Plus additional editorial/format changes were completed.

546 - Corporate Information Systems

SUMMARY OF CHANGES:

546.3 #2, Responsibility - Deleted references to the Deputy Chief Information Officer (CIO) as the Acting M/IRM Director.

546.1 (authority added):

5. Chief Financial Officer Act of 1990

546.3 (Responsibilities revised, office title completed in full):

1. Chief Information Officer (CIO): The CIO in the Bureau for Management (M) is primarily responsible for ensuring that an inventory of the Agency's major information systems is maintained, data and records contained in information systems are periodically evaluated and, as needed, improved for accuracy, completeness, and reliability.

2. The Director, Bureau for Management, Office of Information Resources Management (M/IRM/OD), is responsible for directing the design, development, programming, implementation, and maintenance of automated corporate information systems by other Agency organizations. In selected cases, development of automated corporate information systems by other Agency organizations shall be authorized by M/IRM/OD. M/IRM/OD is also responsible for ensuring that information systems do not overlap each other or duplicate the systems of other agencies.

Additionally, M/IRM/OD is responsible for maintaining a comprehensive listing of the business functions to be carried out by the Agency to conduct its mission and the information needed to perform those functions.

546.5.1 (M/IRM/OD substituted for Deputy CIO)

546.5.1a (M/IRM/OD substituted for Deputy CIO)

546.1 and 546.5.1c ("et seq" replaced with "and following")

547 - End-User Applications

SUMMARY OF CHANGES

547.3#1, Responsibility: Deleted the reference to the Deputy CIO as the Acting Director of the Office of Information Resources Management (M/IRM).

548 - Data Administration

SUMMARY OF CHANGES:

548.3#1, Responsibility - Deleted the reference to the Acting Director of the Office of Information Resources Management (M/IRM).

549 - Telecommunications Management

SUMMARY OF CHANGES:

549.1, Authority - Added the Assistant Administrator for Management (AA/M) Memorandum Dated 09/26/95, Use of USAID Automation Technology and Communications Systems.

549.5.3a - Updated the building location for reporting malfunctioning telephones under policy, and reporting instructions to the essential procedures.

549.5.4d - Added new policies and procedures for Acceptable Use of the USAID Internet.

549.5.4e - Added new policies and procedures for USAID Systems Manager's Internet Usage.

E549.5.4f - Added new policies and essential procedures for the Internet Best Practices For Conserving Computing and Computer Resources.

549.5.6, Supplementary Reference, Preparation and Processing of Outgoing Telegram Guidebook Cover Page - Updated the building location and hours of operation.

Revised No. 11 of the Guidebook to add a special note regarding the use of the official organizational symbol on the caption line and provided samples.

Revised No. 12 of the Guidebook to include new instructions for preparation of confidential telegrams.

Revised Section I, regarding Electronic Copies.

Added a Glossary of Terms for the Telegram Outline.

550 - Technical Architecture Development and Management

SUMMARY OF CHANGES:

550.1, Authority - Added USAID General Notice, dated 02/03/97, entitled, "Sensitive But Unclassified (SBU) Information Created, Processed, Stored, or Transmitted in Electronic Format", the Information Technology Architecture (ITA), and Information Technology Management Reform Act (ITMRA); ITMRA is already included in the existing ADS.

550.3, Responsibility - Added Off-site Contractor Connectivity functional responsibilities for: the Office of Information Resources Management (M/IRM), Contracting Officer Technical Representatives (COTRs), and Technical Administrators (TAs), and USAID Contractors.

550.5.2 - Added policies and essential procedures for Off-Site Contractor Connectivity.

550.7 (added)

581 - Local Currency Trust Fund Management

This is a new M/FM ADS Chapter

596

Minor ADS Format changes made. All criteria reformatted to make indentation reflect ADS format standards

DR-CD 10

501 - Directives Management: Replaces HB 18 PT 1, Chapters 1 - 6. in their entirety. 501 includes the policy and essential procedures for creating ADS chapters, issuing Policy notices, and clearing an ADS chapter and a policy notice. M/AS/IRD is responsible for ADS 501.

For DR-CD 10, the changes to ADS 501 are editorial, foremost among these are the new office title for M/AS/IRD and the updated ADS clearance Points of Contact list. The annual certification date is no longer in January.

502 - The USAID Records Management Program: This chapter was entirely reformatted, the M/AS/IRD office title and symbol was replaced with the M/AS/IRD office title and symbol.

Section 502.6.6 through E502.5.6i, the sections on Electronic Records Management Program was substantially revised to reflect new Electronic Mail policy and essential procedures.

553: Congressional Inquiries (Replaces Handbook 18, Part II Ch. 1): At 553.5.1, the telephone number for Congressional Inquiries was updated.

557: Public Information (Replaces Handbook 18, Part III, Ch. 3): At E557.5.1, the telephone number was updated.

591 - Financial Audits of USAID Contractors, Grantees, and Host Government Recipients: This chapter was heavily reformatted and contains numerous editorial revisions.

Also, significant substantive changes were made in the following sections: 591.5.4 and E591.5.4 (Audits of Foreign For-profit and Non-profit Organizations and Host Government Entities); 591.5.5 and E591.5.5 (Audits of Host Country Contracts or Grants with Non-US Organizations); 591.5.16 and E591.5.16 (Audit Funding); and 591.5.17 and E591.5.17 (Audit Planning and Monitoring for Non-US Contractors and Grantees).

DR-CD 9

501 - Directives Management: Replaces HB 18 PT 1, Chapters 1 - 6. in their entirety. 501 includes the new policy and essential procedures for creating ADS chapters, issuing Policy notices, and clearing an ADS chapter and a policy notice. M/AS/IRD is responsible for ADS 501.

New Chapter - 534 - Personal Property Management Overseas (Replaces Handbook 23, Chapter 4) M/AS/OMS is responsible for ADS 534.

552 Reserved

553-560: LPA is responsible for ADS 553-560.

New Chapter - 553: Congressional Inquiries (Replaces Handbook 18, Part II Ch. 1)

New Chapter - 554: Congressional Witnesses (Replaces Handbook 18, Part II, Ch. 2)

New Chapter - 555: Congressional Delegations (Replaces Handbook 18, Part II, Ch. 3)

New Chapter - 556: Congressional Reports (Replaces Handbook 18, Part II, Ch. 4)

New Chapter - 557: Public Information (Replaces Handbook 18, Part III, Ch. 3)

New Chapter - 558: Public Activity (Replaces Handbook 18, Part III, Ch. 9)

New Chapter - 559: Inquiries from the News Media (Replaces Handbook 18, Part III, Ch. 4)

New Chapter - 560: News Releases and Services (Replaces Handbook 18, Part III, Chapters 5 & 6.

561-570 Reserved

New Chapter - 571: Obligations (Replaces HB 19 Chapter 2 in its entirety.

572 - 590 Reserved

593 - Reviews Conducted by the General Accounting Office (GAO): This ADS chapter was updated to clarify policies regarding reviews conducted by the General Accounting Office (GAO) and the roles of the various Agency offices and the OIG in this area. Revisions have been made to all sections of the chapter EXCEPT 593.5.1, 593.5.7, and E593.5.7c. M/MPI/MIC and IG/A/HLC are responsible for 593.

594 - Audits of USAID's Annual Financial Statement - ADS 594 was updated to clarify policies regarding the audit of the Agency's Annual Financial Statement. Additional details and specifics have been added to E594.5.1, E594.5.2, E594.5.2 (a), E594.5.2 (c), E594.5.2 (f), E594.5.2 (j), and E594.5.2 (k). A new paragraph is added at E594.5.2 (h). IG/A/HLC is responsible for ADS 594.

New Chapter - 596: Management Accountability and Control (Replaces Handbook 19, Appendix 1D) This chapter provides policies and essential procedures relating to management accountability and control. M/MPI/MIC is the responsible for ADS 596.

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